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29 AUG 1963

OFFICE OF LOGISTICS ACTIVITY LOG NO. 16-63

COMPLETED

1. Planning Staff prepared an unclassified checklist for use by Logistics personnel visiting field installations. *PS item 2*

25X1A2D2



4. Rain caused considerable damage to four Agency buildings during the 20 August storm. *LSD item 2*

5. Trial shuttle bus service between Headquarters and [redacted] was discontinued 23 August. *LSD item 11* 25X1A6A

6. The Office of Logistics was unable to provide special furnishings in the Broyhill Building due to the shortage of funds. *LSD item 14*

7. North Building was vacated on 12 August. *LSD item 19*

8. On 21 August Printing Services Division delivered [redacted] the prototype apparatus to convert [redacted] to offset printing. *PSD item 1*

25X1
25X1

9. The final inspection of the Vibration Test Laboratory [redacted] was held on 21 August. *REVED item 17* 25X1A6A

25X1A6A

10. The Office of Logistics concurred in an FE proposal to lease, for a period of three months, certain quarters for use by new arrivals [redacted]. *REVED item 50*

11. A Guide-O-Matic train is in use [redacted]. *SD item 3* 25X1A6A



GROUP 1
Excluded from automatic
downgrading and
declassification

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25X1A6A 12.

[REDACTED]

13. The FE Division Consolidated Table of Vehicular Allowances was reviewed, in coordination with the Transportation Division, and reduced by 40 vehicles. *TP item 2*

25X1A2D2 14.

All [REDACTED] logistics functions were transferred to JMWAVE.

15. The teletype machines in the Logistics Signal Center were modified to produce paper tape which can be utilized in the 501 computer. *AS/RVSB item 3*

16. The Procurement Division completed settlement action in 21 cases involving government furnished equipment and is in the process of settling property statements in 58 additional cases. *PD item 10*

CURRENT

25X1

17.

[REDACTED]

PS item 4

18. Carpeting of the Auditorium is approximately 75 percent complete. *LSD item 8*

19. Logistics Services Division has curtailed some customer services due to a cutback in FY 1964 funds. *LSD item 10*

20. The Procurement Division has started crash procurement action for four additional [REDACTED] *PD item 5 25X1*

25X1A6A

21. The Real Estate and Construction Division recommended that the contractor at [REDACTED], not be declared in default at this time. *RECD item 11*

25X1A6A

22. [REDACTED] was authorized to expend \$100,000 for construction now being planned. *RECD item 14*

25X1A6A

23. [REDACTED]

24. [REDACTED]

25. The Office of Logistics prepared a reclama to the Comptroller through the DD/S requesting an increase of [REDACTED] in Office of Logistics funds for FY 1964. *AS/BVFB item 1*

25X1A1A

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25X1 26. The Office of Logistics requested that we be given a current listing of [redacted] compiled by the Inspector General.

25X1A2D2 27. The Post Office Department was notified that Agency penalty mailings for FY 1964 will amount to \$25,500, an increase of 40 percent over FY 1963.

28. [redacted]

FUTURE

25X1A2D2 29. [redacted] item 7
30. [redacted] item 10

25X1A6A 31. The Office of Logistics will participate in a seminar to be held [redacted] on 10-14 September. PS item 11

25X1A 32. A final decision has not yet been made regarding installation of the [redacted] disposal system. LSD item 3

33. The decorator selected to redecorate the DCI suite will submit a proposed list of furniture and furnishings in the near future.

34. A Logistics/Communications team will go to [redacted] in mid-September to select facility locations for the proposed Communications sites. RECD item 21

35. [redacted] item 41

36. Commencing 11 September, the Office of Logistics will conduct AS/PVTB several one-day orientations for personnel returning from overseas. item 18

[redacted]

[redacted]

JAMES A. GARRISON
Director of Logistics

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FOIAB3B

25X1A6A

25X1A6A

25X1A2D2